A Demonstration of:
Time & Labor Reporting
Absence Management

Presented by
Payroll

Channel Islands
CALIFORNIA STATE UNIVERSITY
Today’s Agenda

- Welcome and Introductions
- CHRS 101 (QR code)
- Preparing for CHRS
- System Demonstration
- CHRS System Recap
- Toolkit
- Q & A
Payroll Welcomes Timekeepers and Managers

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CHRS Refresher

CHRS is replacing CI Personnel
Prefering You for CHRS

CHRS Training – Learning Begins Today

Great ways to get connected and learn about the upcoming changes and system:

- Visit the Training and Resources webpage
- Start watching some videos and reading process guides that will be continuously posted
- Attend events when you can
- Take part in our demos and office hours (Office hours coming soon in November!)
- Contact us at CHRS@csuci.edu
Employee Self-Service

No Leave Taken Entry  
(click to play demonstration)

Request Absences (formerly Absence Event)  
(click to play demonstration)

Report Time/Entering Additional Pay Types  
(click to play demonstration)

Student Assistant and Hourly Intermittent employees are reported as positive/hourly pay
Reporting overtime (includes Compensatory Time Off)
Manager Self-Service

**Approval of Requested Absences**  
(click to play demonstration)

**Reporting Time on Behalf of an Employee**  
(click to play demonstration)

Student Assistant hours (Positive Pay)  
Overtime hours (Additional Pay for negative time reporters)

**Approve/Deny Hourly Time**  
(click to play demonstration)

Student Assistant hours  
Overtime hours
A Summary of What You’ve Learned Today

BEFORE

- Report Absences
- Paper forms for reporting Additional Pay (shift differential, overtime)
- Manual process to correct absence entry (email, paper correction)
- No Leave Taken and Absences are entered on the same page

AFTER

- Request Absence
- Online reporting and approval of Additional Pay
- Managers and Approvers may cancel or request correction to an absence entry
- No Leave Taken is a standalone page
Takeaway Tips for CHRS!

- Time reporting codes are applied to employee profiles per bargaining unit agreement
- System notifications
- CHRS does not replace or change current, internal department processes
- Mobile device friendly
- Systemside/Chancellor’s Office Payroll deadlines
  - Stay tuned to the Payroll Calendar
QUESTIONS?

THANK YOU
FOR PARTICIPATING IN THIS IMPORTANT EVENT

Visit CHRS on the Web https://www.csuci.edu/hr/chrs/

Contact CHRS by email CHRS@csuci.edu